CHAIRMAN: ------- PRE REGISTRATION

Use the following as a guide for your report:

384 pre-registered plus 105 dealer/assistants... packages prepared for

130 exhibitors

What was your first responsibility?

set up pre-registration card for printing, which was done after price was determined for each of special events.
printed 2,000....

How soon did you start working on your task?

January; card was prepared for printing and delivered to us about April 1st.

If you had it to do over, what changes would you make?

set a deadline, and have it published widely, for pre-registering (about 10 days prior to convention); have a place on pre-registration card to denote dealer assistant and/or exhibitor; add postage for medal sets to be mailed; stress that medals and badges will NOT be mailed until after the convention.

get more people to assist in stuffing envelopes at an earlier date that this last convention.....

How large a committee did you have?

One assistant chairman; about 8 persons stuffing envelopes three days

What was the approximate cost?

Approximately $40. in postage; and about $35.00 in printing. Does not include postage spent for mailing medals following convention.

Additional comments:

Dorothy Baber